

***State of Washington
Department of Transportation
Notice to Consultants
On-the-Job Training Supportive Services and the Pre-Apprenticeship
Training Program for Eastern Washington***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to provide On-the-Job Training (OJT) Supportive Services Program and Pre-Apprenticeship Training Program for Eastern Washington locations. WSDOT may award two (2) agreement(s). The agreement(s) may be for approximately four (4) months duration and will be for approximately \$100,000 each. WSDOT may award only one (1) agreement for \$200,000. WSDOT anticipates supplementing the agreement for additional time (one to two years) contingent on the receipt of additional federal funding.

Project Description

The objective of WSDOT's OJT Support Services and Pre-Apprenticeship Program is to ensure minorities, females and other disadvantaged individuals who desire to work and/or have a career in the construction industry trades are provided adequate assistance and opportunities. This is done by providing minorities, females and other disadvantaged individual recruitment, post-graduate follow-up, pre-employment assessment, pre/post- employment counseling, skills training (i.e. pre-apprenticeship), outreach, job placement, temporary transportation to work sites (e.g. bus fare), jobsite mentoring and mediation assistance. This is also accomplished through Pre-Apprenticeship, or skills training, which leads minority, females and other disadvantaged individuals in gaining meaningful employment. The Pre-Apprenticeship program should consist of establishing/utilizing a program containing: basic math, physical endurance, GED preparatory classes, limited English proficiency, safety orientation/certification, and other courses necessary to gain meaningful employment in the highway-construction trades. To be proficient in the above, the consultant would need to maintain/develop relationships with community and trade based organizations and construction industry leadership. This program will be administered with assistance from the Washington State Department of Labor and Industries - Washington State Apprenticeship Training Council. All interested parties should review the Washington State Apprenticeship Training Council's Administrative Policy 2012-01, Apprenticeship Preparation Program Recognition; prior to submission.

The intent of this solicitation is to create a benchmark program utilizing existing organization (e.g. community colleges, non-profit organizations, governmental entities and apprenticeship providers) to establish one (1) to two (2) pre-apprenticeship programs in Eastern Washington; preferably in Spokane and the Tri-Cities. These pre-apprenticeship programs would need to consist of the following services, specifically related to the heavy highway construction trades:

- Recruitment
- Assessment or Screening Services
- Enrollment and Tracking in Adult Pre-Apprenticeship Program
- Classroom Training consisting of the following:

- Basic Education for Employment
- Limited English Proficiency
- Trades/Basic Math Classes
- Construction Specific Skills:
 - Physical Endurance Training/Assessment
 - Hands-on Skills Training (i.e. tools, equipment, etc.)
 - Safety Skills
 - Blue Print Reading

Upon Completion of the Classroom Courses the enrolled participant may receive Minor Tools and Safety Equipment (i.e. hard hat, safety vest, boots, tool belt, and work boots – to meet or exceed WSDOT standards.)

- Evaluation of employee readiness and job placement
- Follow up with employees after placements (i.e. retention services)
- Analysis and measurement of the above activities/functions

The goal of this benchmark program will be to place as many minorities, females and other disadvantaged individuals as possible in the highway construction trades. It is estimated that the contracts will be in place by the end of June and the Pre-Apprenticeship Program beginning in September 2012.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm(s) on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime and Sub-Consultant);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. Cost Factors (Prime Consultant Only); and
7. References/past performances (Prime Consultant Only);

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

WSDOT may conduct interviews during the selection process, but selection can be made based on information provided in the submittals without an interview phase.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested as well as a point value assigned to each criterion.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal should be limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" and with type size no smaller than 12 point. If charts and/or graphs are utilized text must be no smaller than 8 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Faxed or e-mailed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 pm on Tuesday, June 12, 2012.

SUBMITTAL EMAIL ADDRESS: CSOSubmittals@wsdot.wa.gov

Note: Submitters may want to consider setting your email to automatically receive a "Delivery/Read Receipt" for confirmation purposes, as WSDOT will not respond with notification of receipt.

Multiple emails are acceptable due to file size limitations of 10mb per email.

The contract for services is subject to provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49CFR26 (Disadvantaged Business Enterprise.)

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan". The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Public Records

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Consultant's information marked confidential or proprietary. If a request is made to view Consultant's proprietary information, WSDOT will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as WSDOT retains Consultant's information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Consultant of any claim that such materials are exempt from disclosure. WSDOT reserves the right, if it deems action to be in the best interest of WSDOT, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, WSDOT further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. Any technical questions should be directed to Ms. Jackie Bayne at 360-705-7084.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Monday, May 21, 2012 and Monday, May 28, 2012.

Submittal Due Date and Time: Tuesday, June 12, 2012, 4:00 pm pst.